



## How to work on a school computer, from Home

### Setting up

You will only need to do this once, on your computer. Once set up you can just log straight in.

Go to this web site

<https://portal.st-george.blackpool.sch.uk>

**Add this site to your favourites**



**Log in**

User name:


Password:

### Welcome

Welcome to St George's School portal. Using your username and password; you can log in to access your files and applications. Please note that all network activity is monitored and recorded.

### Message Center

The Message Center displays any information or error messages that may occur.

 You do not have the Citrix Presentation Server Client installed on your system. After installation, you must restart your browser.

[Download the Citrix Presentation Server Client for 32-bit Windows](#)

Other clients are available from [the Citrix client download site](#)

Provided by... **DATASPIRE**

This page will then open

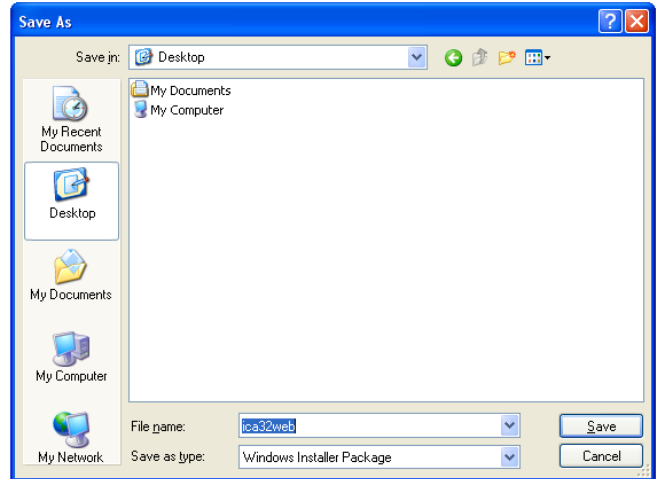
Click the download option

The following message appears

Click on **Save**

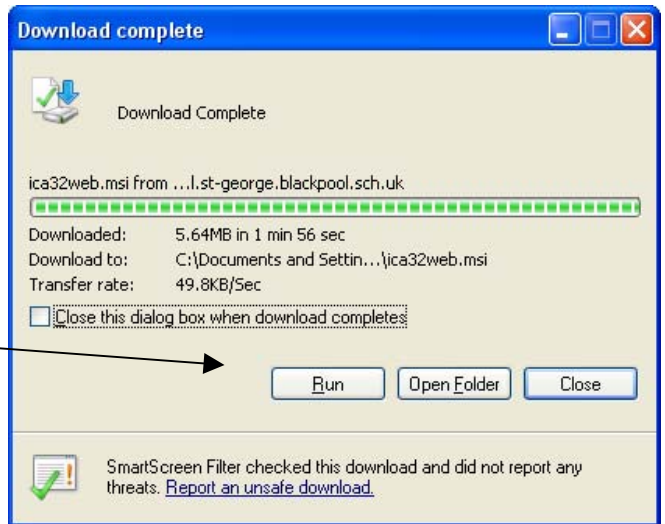


Save this file where it will be easy to find later



Once the download is complete (this may take a few minutes)...

The download complete screen appears



Click **R**un

This security warning will now appear



Click **R**un again

After a short time this window will appear

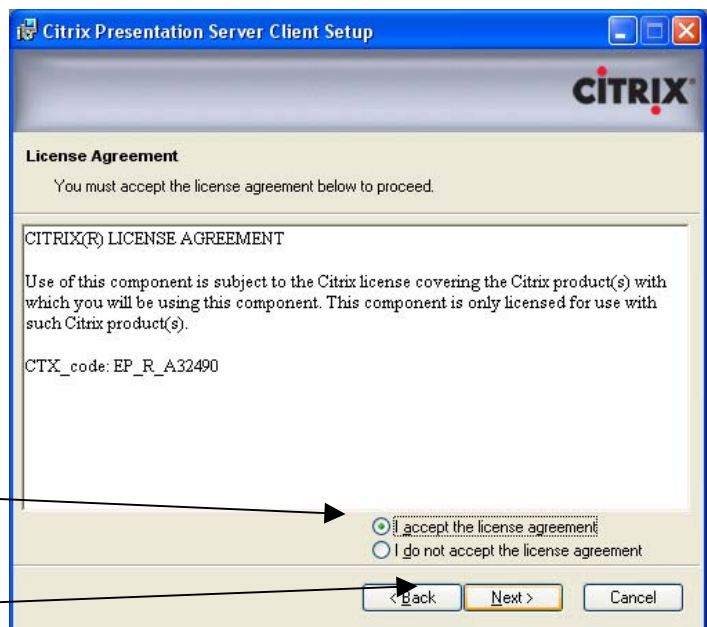


Click **Next>**

Click on

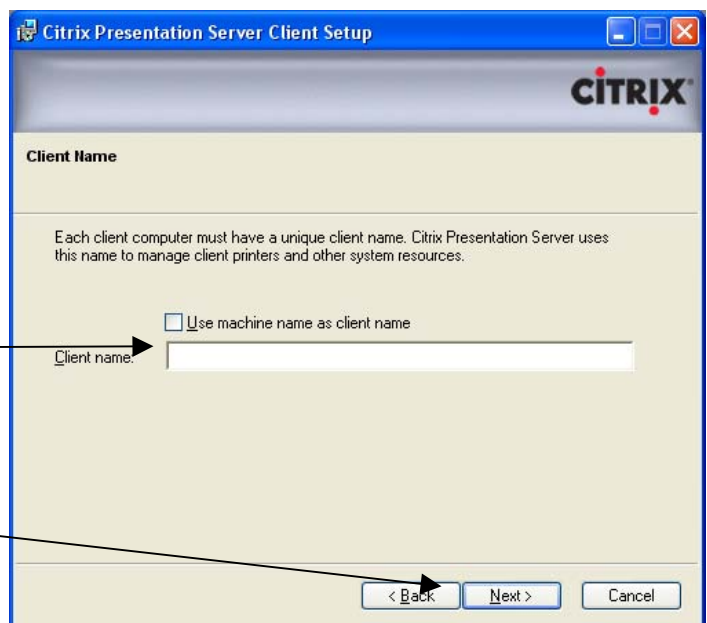
I accept the licence

Then click on **Next>**



Type your normal network name in the **Client name:** box

Then click on **Next>**



Click on **Next>** again



After a short while this screen will appear.

Click **Finish**

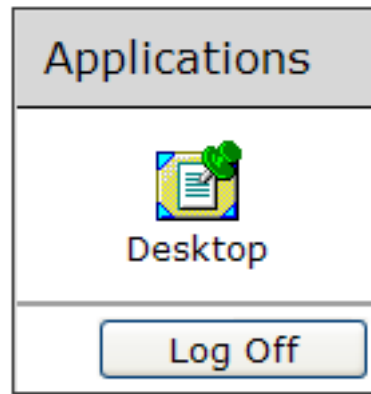


At this stage you will be able to log in  
Enter your normal network log in name and password,  
then click Log In

The screenshot shows a 'Log in' form with a dark teal header. It contains two input fields: 'User name:' and 'Password:'. Below the fields is a 'Log In' button.

Once you have logged in...

Click on Desktop



As you log in this window will pop up. Just click OK



This window will pop up next

If you need to move files between school and home, select Full Access

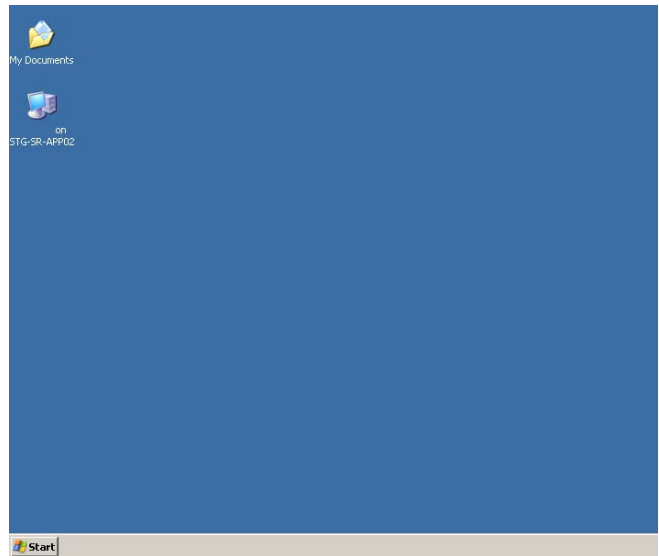
Then Click **OK**

You may be asked to log in again



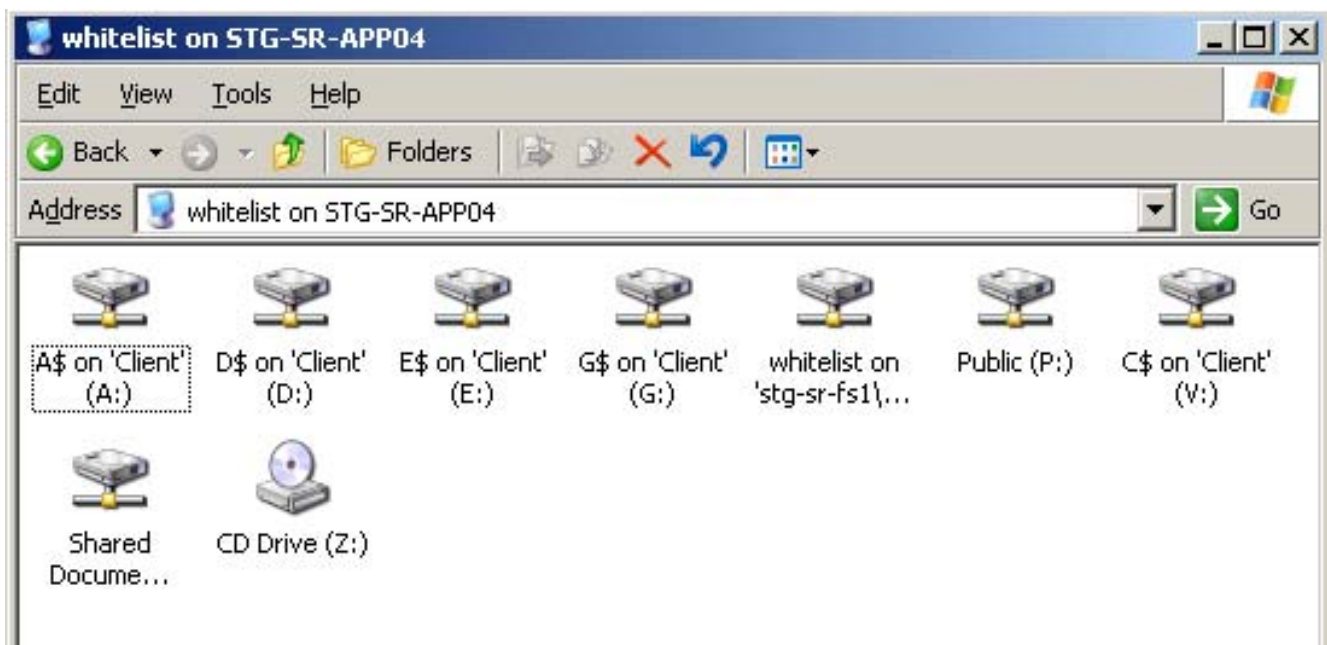
## Once you have logged in

your screen will be full size. You will now have access to the same programs as if you were at school in the Library.



## My Computer

When you click on the My Computer, icon you will see your own area. This will be the one with your name. The drives with 'Client' in the name are the drives on your own computer including USB pens that are plugged in.



## To switch back to your own desktop.

Press F2 on your keyboard while holding the Shift key down. You will now be able to move this window in the normal way.

**Please Note:** You may only log on to this system using your own account. Your computer user agreement covers the use of this system. By using the system you agree to all the conditions.